



## Construction Program Procedure Bulletin

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### CPB 99-7 COZEEP Procedures

References: Construction Manual, Section 1-60 (Safety)  
Construction Manual, Section 2-30 (Traffic)

Effective Date: October 28, 1999

Approved: \_\_\_\_\_

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Program Manager

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### **BACKGROUND**

In July of 1999, the Department of Transportation (Caltrans) and the California Highway Patrol (CHP) entered into their second three-year agreement to provide CHP support to highway construction projects, the Construction Zone Enhanced Enforcement Program (COZEEP). COZEEP funding is included in the projects as State Furnished Materials and Services in the Supplemental Funds. The designer is responsible for estimating a funding level to be included in the estimate, and the Resident Engineer (RE) is responsible for managing and paying the CHP for COZEEP services and obtaining additional funds if necessary.

### **EXISTING PROCEDURE**

In the past, COZEEP was paid for whenever the CHP submitted their invoices. The submittal of these invoices were initiated by the CHP, and Caltrans verified that the services were provided as billed, and then paid the invoices. Sometimes the invoices were not received from the CHP right away. If the project had been completed and the available funds were closed out before the invoices were received, there were problems within the Accounting Unit of Caltrans in regards to billing the correct job. The Caltrans and CHP accounting offices have been working together to develop a timely payment method that works more efficiently for both departments.

### **NEW PROCEDURE**

COZEEP Procedures are attached and can also be found at: <http://babycray2.caltrans.ca.gov/hq/construc/COZEEP>. Also included are copies of the Task Order, the COZEEP Daily Report, and an example of the COZEEP Service Summary spreadsheet. The intent of these procedures is to assist the RE in obtaining and tracking CHP services when utilizing the current COZEEP Contract. These procedures will also help Caltrans and the CHP with their accounting processes and facilitate payment to the CHP for their services. Per the Prompt Payment Act recently passed by the legislature, payment must be made within 45 days of the receipt of the invoice.

This procedure will be incorporated into the next revision of the Construction Manual and is available on the Construction Program's Intranet web site:

<http://babycray2.caltrans.ca.gov/hq/construc/cpbindx.htm>

Attachments